

Payments and Refund Policy for Junior School, Associate Programme, Children's Courses and Outreach Activities

Payments for all course and programmes are to be made online via the school's website.

Please note that course fees are to be paid in full and in advance of the course date or the first class of the term.

Junior School and the Associate Programme termly fees are subject to a £10 early payment discount when payment is made by the fee deadline date which is two weeks prior to the term commencing. There is a £15 late payment charge if Junior School and Associate Programme fees are not received by the end of the first week of their respective terms.

Written notice by the termly fee and withdrawal deadline is required to withdraw from the Junior School. The following terms fees will be due should you wish to withdraw after this date. Partial refunds for the term are not available if a pupil withdraws during the term. Should a pupil wish to return after withdrawing, they will not be entitled to immediate enrolment and will be required to follow the application procedure. This may mean pupils will be placed on a waiting list subject to the availability of the class.

At least one term's notice is required in writing to withdraw from the Associate Programme. Refunds are not offered for withdrawal from the current term. If withdrawal is for medical reasons, and a valid medical certificate is provided, a refund may be possible at the discretion of Central School of Ballet. Students who withdraw and later wish to return must apply and attend the annual auditions to be considered.

If you are experiencing financial difficulty paying your course fees, please contact us as soon as possible at juniorschool@csbschool.co.uk

For all one day courses and auditions should you at any time decide to withdraw your application or not attend on the day of the course or audition, the fee is unfortunately non-refundable, and the place is non-transferable to another course or to another applicant. In the case of injury, the school may offer you an alternative course, if applicable, and at the school's discretion, but only on receipt of a medical note.

For the Spring and Summer Course, the total fee includes a non-refundable deposit as follows:

- for the Two-Week Summer Course, the non-refundable deposit is £150.
- for the One-Week Summer Course, the non-refundable deposit is £100.
- for the Spring Course, the non-refundable deposit is £75.

Please note:

- If you withdraw from the Spring or Summer Course **up to 7 days** before the start date, you will be refunded the fee minus the non-refundable deposit
- If you withdraw from the Spring or Summer Course **within 7 days** of the course start date Central School of Ballet will retain 50% of the total course fee.
- If you withdraw from the Spring or Summer Course **on the day** of the course start date or during the course, Central School of Ballet will retain the total course fee.

- If you withdraw from the Spring or Summer Course due to injury or sickness, refunds are made at the school's discretion, upon receipt of a medical note. However, it is noted that the school will retain the non-refundable deposit.

If you are experiencing financial difficulty paying your course fees, please contact us as soon as possible participation@csbschool.co.uk

Notification of withdrawal for all courses and programmes must be put in writing and sent to the Widening Participation & Access Department either by post or preferably via email to participation@csbschool.co.uk for one day courses, Spring and Summer Course or to juniorschool@csbschool.co.uk for Junior School and the Associate Programme. Refunds will be issued based on the date of receipt of withdrawal notification. The date of receipt will be the date on which the email or letter is received by the Widening Participation & Access Department.

1 December 2020